



**United States Court  
of International Trade  
Office of the Clerk**  
One Federal Plaza  
New York, NY 10278-0001

## **NOTICE**

### **ELECTRONIC CASE FILES (ECF) TRAINING IN NEW YORK, NY & WASHINGTON, DC**

The U.S. Court of International Trade will provide CLE credit for a training workshop in New York, NY, & Washington, DC on new features and procedures in the Case Management/Electronic Case Files (CM/ECF) system.

- The New York, NY class will be held at the U.S. Court of International Trade, One Federal Plaza, New York, NY, in the 8<sup>th</sup> Floor Training Room, on May 5, 2015 between the hours of 10:00 AM and 12:00 PM.
- The Washington, DC class will be held at the Federal Judicial Center, Thurgood Marshall Federal Judiciary Building, One Columbus Circle, NW, Washington, DC, 20002, on September 29, 2015 between the hours of 10:00 AM and 12:00 PM.

Attorneys who practice before the Court and their support staff who wish to develop their CM/ECF skills are encouraged to register for the workshop. This workshop is *not* mandatory. The format of the workshop will follow an agenda that allows significant time for practical application of skills and for development of skills with new features of the system as they are developed.

If you are interested in attending the training, please complete the [CM/ECF Form 16 Case Management & Electronic Case Files Training Request](#) and either e-mail the request form to [cmecf\\_training@cit.uscourts.gov](mailto:cmecf_training@cit.uscourts.gov), or fax it to (212) 264-3242 to the attention of Glenn Johnston. You will receive confirmation of your attendance after your registration is accepted. Please do not attend the workshop unless you have received notification from the Clerk's Office confirming your registration.

This course has been approved in accordance with the requirements of the New York State Continuing Legal Education Board for a maximum of 2.0 credit hours, which can be applied toward the Law Practice Management requirement.

**Tina Potuto Kimble**

**Clerk of the Court  
March 27, 2015**